

ER-6-

Pers. 2

31 MAR 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Results of Position Classification Survey,  
Office of Logistics

1. A position classification survey of the Office of Logistics was carried out during the period April—September 1954. An essential preliminary step was a review conducted by the Management Staff with regard to workload and manpower requirements.

2. Prior to the survey, the Office of Logistics T/O was ☐. The personnel ceiling was ☐. This discrepancy rendered the T/O virtually useless for administrative control purposes. About ☐ "excess" positions could not be filled. Vacancies appearing on the T/O were, in many cases, not true vacancies. The survey enabled this Office to bring its T/O into line with its personnel ceiling. The new T/O serves as a valuable management tool.

3. The survey produced a realignment of grades, thus correcting inequities in salary and grade relationships. This tended to reduce or remove a cause of grievances and bad morale. The grades of about 10 per cent of the total Logistics positions were changed; adjustments, upward and downward, being approximately equal. No actual reductions of salary became necessary as a result of downgrading. This was prevented by reassignments of personnel and the use of incumbency allocations. On the other hand, the substantial number of promotions subsequent to the survey had an excellent effect on morale.

4. Many position descriptions had become obsolete. The lack of adequate information relative to functions and qualification requirements represented a serious handicap in administering the Logistics personnel and career program, placement, rotation planning, etc. The survey produced accurate, current job sheets and statement of minimum qualifications required for effective performance of each type of Logistics position. The latter information is of material assistance to the Career Service Board in reaching decisions relative to assignments, rotation, promotion, and other personnel changes.

Personnel No.	1004 005
No Change in Class.	<input type="checkbox"/>
Reclassified	<input type="checkbox"/>
Class. Changed to:	TS 6 C
Next Review Date:	1955
Auth:	PM 70-3
Date:	29 DEC 1978

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25X9 5. The survey was conducted by ten analysts of the Office of Personnel who conducted approximately 300 audits. The total of [ ] Logistics positions covered required that [ ] separate job sheets be prepared. Initially, each employee was required to complete a job questionnaire which was reviewed by his supervisor and then submitted to the job analyst for completion of a final position description.

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[ ]  
Acting Director of Logistics

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